

**The instructions here are for parents who have never created an account for their SchoolMessenger messages.**

If you already have an account set up – the information letter coming from school will indicate this and what to do.

**To complete the signup, you will need your SchoolMessenger Information letter that has your child’s name on it with an activation code. These are coming home between **October 3 - 14<sup>th</sup>**.**

Our school uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. Contact Manager allows **you** to control the ways in which you prefer to be contacted.

It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger.

Steps for setting up your account:

1. Enter the following URL into your web browser: <https://contactme.schoolmessenger.com>
2. Click the *Sign Up Now* link near the bottom of the page.
3. You will be taken to the Sign Up page where you will need to enter a valid email address, a password, and your name. Click *Sign Up* when you are done.

[**Note:** SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3<sup>rd</sup> party.]

4. Log in using your email address and password.
5. Once you’ve activated your account, you’re ready to add your child to your account. Click the “Click here to begin” button. Enter your child’s student ID # and Activation Code.

-This information will come home in the SchoolMessenger Information letter and it will list your child’s ID, activation code and expiration date.

6. When you have finished adding your child to your account, navigate to the *Contacts* tab and click the edit link to right of your child’s name. There you can simply check which types of messages you would like to receive and at which phone number or email address. Make sure that you click *Save* when you are done making changes.

[**Note:** Fields that are not editable have been locked by the school. Please contact the school to make changes to those settings.

7. Check your email. There will be an *Account Activation* email from [support@relianceco.com](mailto:support@relianceco.com) which contains a link that you can use to authenticate your email address with your account.

If you have other children attending school in this district, you will be able to add them all to the same Contact Manager account as soon as you receive their Student ID and Activation Code.

At any time, you can simply go to <http://contactme.schoolmessenger.com> to access your account.

Thank you for signing up, and we hope you enjoy the SchoolMessenger Contact Manager!

To learn more about SchoolMessenger please visit their web site at [www.schoolmessenger.com](http://www.schoolmessenger.com)

**FOR ADDITIONAL ACCOUNT SETUPS FOR GUARDIANS/PARENTS,  
CONTACT THE TECHNOLOGY INTEGRATION SPECIALIST AT YOUR CHILD’S SCHOOL!**